

JOIN OUR TEAM

POSITION DETAILS

Event Coordinator

Full time (35 hours / 8 week term contract, 17-22\$ per hour), work from home and in person

ABOUT CWY-JCM

CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

POSITION OVERVIEW

Reporting to the Operations Manager, the Event Coordinator will lead the development, planning and execution of CWY-JCM's 50th year anniversary Youth Forum. You will be responsible for every part of the event preparations, such as approving participants, developing agendas and topics, and evaluating success afterward. As the event coordinator you should be well organized and possess a sound knowledge of donor and participant relations. Excellent communication and attention to detail skills are vital in this role.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in a relevant field;
- 3 years work-related experience in even planning
- Be self-directed
- Full bilingualism is required

WORK AREA KNOWLEDGE AND SKILLS

- Highly proficient in the use of the main office software (Word, Excel, Outlook, Power Point, Web);
- Experience with social media (Facebook, Twitter, and others);
- Excellent organizational abilities, priority management and multi-tasking;
- Very good knowledge in one (written and spoken proficiency) of the official languages, and knowledge of the other;
- Experience planning domestic travel and logistics

RESPONSIBILITIES

- Securing a space that can accommodate us,
- Organizing travel and logistics (flights, hotels, etc. with support from travel agency) for participants
- Recruiting volunteers from our alumni network,
- Recruiting facilitators to deliver workshops and manage the event budget.
- Draft and review digital content on CWY-JCM's website and socials for the event
- Manage even budget
- Liaise with attendees, panelists, and moderators during the event planning process to ensure everything is in order.
- Manage all event set-up and follow-up processes.
- Manage event in-person to ensure smooth operations
- Assess an event's overall success and submit findings.
- Related tasks, as requested by their supervisor

INTERPERSONAL SKILLS AND APTITUDES

- Ability to demonstrate exceptional judgment;
- Flexibility, adaptability, ability to work under pressure and respond quickly to unexpected requests and manage a range of new issues and activities meeting tight deadlines;
- Ability to manage competing priorities;
- Initiative as well as the ability to be proactive and efficient in all aspect of their duties;
- Ability to work in a team;
- Ability to handle stress adaptability to change;
- Be reliable and demonstrate tact and discretion;
- Possess and apply problem solving skills;

TO APPLY

Please send your CV and cover letter via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: Bilingual Editor

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.
Please note that only candidates invited to an interview will be contacted.